

Vacancy Announcement

(Announcement Number: 09-06)

USAID/Nepal invites applications for employment for the position of Agriculture Specialist at the General Development Office, under a Personal Services Contract, subject to availability of funds.

OPEN TO: All Interested and qualified Nepali Citizens

POSITION: Agriculture Specialist - FSNPSC-11, selected FSN may be hired at a lower trainee grade level depending on qualifications and the experience

OPENING DATE: March 21, 2009

CLOSING DATE: April 6, 2009

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Project Development Specialist serves as the principal Agriculture Development technical advisor for Economic Growth (EG) Assistance Objective Team within the General Development Office (GDO). The incumbent of this position oversees a complex and interrelated set of agricultural production and marketing activities, and thereby permit increased agribusiness development leading to poverty alleviation. The incumbent also manage other agricultural related activities such as avian influenza. The incumbent serves as USAID's representative to the steering committee of the contractors and grantees, Government of Nepal and donors. He/she also provides advice and support to the rural development activities undertaken by other USAID teams.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Masters Degree in the relevant field or equivalent is required;
2. Minimum of five years of progressively responsible, relevant experience;
3. Skills in strategic planning, organizational strengthening, sector analysis, program management, and evaluation of complex programs are highly desirable. A history of success working effectively with a wide and diverse range of both government and civil society partners is highly desirable. Applicants should demonstrate the ability to represent USAID in national and international forums related to agriculture. Outstanding written and oral presentation skills are required. Strong interpersonal skills and the ability to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team are expected. Excellent word processing and analytic computer skills are required (preferably in Microsoft Office);
4. Must also have specialized knowledge of agricultural development or agribusiness in Nepal;
5. English Language Level IV in Reading, Writing and Speaking.

A detailed job description and OF-612 form may be picked up at the US Embassy Main Gate during office hours or can be obtained upon request via e-mail to USAID Nepal Human Resources Office.

Announcement, position description and OF-612 can be viewed at USAID Nepal website

<http://nepal.usaid.gov>

Interested applicants should submit a completed form OF-612 and/or a C.V. not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, and P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from Disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.

AID Project Development Specialist: Agricultural Development Specialist

Basic Functions

The Project Development Specialist serves as the principal Agriculture Development technical advisor for Economic Growth (EG) Assistance Objective Team within the General Development Office (GDO). The incumbent of this position oversees a complex and interrelated set of agricultural production and marketing, and thereby permit increased agribusiness development leading to poverty alleviation. The incumbent serves as USAID's representative to the steering committee of the contractors and grantees, Government of Nepal and donors. He/she also provides advice and support to the rural development activities undertaken by other USAID teams.

The incumbent advises the EG AO Team Leader and General Development Office (GDO) Director on issues and opportunities for agriculture/agribusiness development in all areas, including avian influenza. The incumbent works with agribusiness firms, commodity associations and producer groups to identify and explore production, marketing, or export opportunities for high value crops. His/her frequent and close interactions with agribusiness firms, producer groups and individual farmers helps him/her to identify policy constraints which limit agribusiness and private sector expansion. He/she also works with private sector and GON counterparts to identify alternatives for relieving or removing these constraints. The incumbent frequently chairs USAID progress review meetings in his/her areas of responsibility and represents the Mission in meetings conducted jointly by the Ministry of Agriculture and the National Planning Commission. He/she exercises a wide degree of latitude in planning future activities within these areas of responsibility and must have both a broad understanding of development constraints and opportunities as well as an in-depth understanding of the specific agribusiness, policy or development issues being addressed in annual work plans. He/she is responsible for the overall management and operation of performance monitoring and reporting systems for activities he/she is assigned to manage. He/she assists the EG team and contractors/grantees in identifying appropriate indicators of performance and in establishing baselines and targets. He/she ensures that required reports are prepared on time and that USAID officials from other Mission offices (FM, CON, PPD, EXO, DIR) receive information needed to prepare periodic reports associated with their assigned functions. He/she reports to the EG team leader and GDO Office Director.

Major Duties and Responsibilities

- a. Management of Implementation
(50%)

The incumbent of this position is responsible for overseeing the implementation of agriculture component under EG activities and the animal health components of avian influenza activities. He/she provides technical leadership during discussions of sectoral issues and policy alternatives, and leads discussions of program effectiveness. The incumbent oversees preparation and approval of work plans, procurement plans, budgets, training plans and related project management documentation for these activities. He/she responds to general correspondence in these areas of responsibility and prepares drafts of implementation letters, MAARDS, and related documentation. The incumbent represents USAID/Nepal in implementation meetings, planning sessions, workshops, and in policy discussions with counterparts from program implementing organizations, the Ministry of Agriculture (MOA), and the Ministry of Finance (MOF). He/she is the principal source of information on the activities he/she manages and coordinates provision of contracting, personnel, budgeting, programmatic and financial management support from other USAID offices. The incumbent prepares briefing materials for Mission personnel, visiting AID Officials or other donors. The incumbent serves as GDO's contact with contractors, grantees, and GON counterparts that work on agriculture/agribusiness and policy analysis activities and coordinates contacts between USAID partners, contractors, grantees and AID/W visitors.

In addition, the incumbent of this position serves as the in-country coordinator/liaison with USAID/Washington for centrally funded activities by closely monitoring, coordinating and reporting the activities implemented by other donors and the Ministry of Agriculture.

b. Performance Monitoring and Reporting
(20%)

The incumbent is responsible for the overall management and operation of performance monitoring and reporting systems for activities he/she is assigned to manage. He/she ensures that required reports are prepared on time and that USAID officials from other Mission offices (OC, CON, PPD, EXO, DIR) receive information needed to prepare periodic reports associated with their assigned functions. The incumbent monitors implementation progress, establishes systems for collecting data on activity accomplishments, and ensures that information on activity results is collected and used in activity evaluation reports and in the mission's annual report. Particular attention is given to systems that provide information on performance indicators for the annual report. The incumbent uses a variety of sources to remain well informed regarding implementation progress. These include: discussions with technical experts, other donors, and GON counterparts; quarterly and annual performance reports; technical reports; field trips; and interviews with USAID's customers and partners.

The incumbent monitors project or activity performance and determines when an evaluation will be useful for the projects or activities which he manages. He/she

analyzes institutional and policy constraints which limit activity performance and presents regular updates to the EG team leader on implementation progress and issues which need attention during EG team meetings. In his/her capacity as project manager/CTO, the incumbent chairs separate review and evaluation meetings whenever such meetings are required. The incumbent directs Mission reviews of implementation reports by contractors, grantees, GON agencies and private sector institutions/organizations concerning performance, progress and impact of activities. He/she provides information to the Controller Office for responding to and closing financial audit recommendations of contractor/grantee programs and financial reviews. The incumbent exercises wide latitude in determining when an evaluation is needed and in formulating recommendations to improve the effectiveness of EG activities. He/she uses both project monitoring information and evaluation results in formulating recommendations to the EG team.

c. Policy Dialogue and Donor Coordination
(10%)

The incumbent assists the EG team leader in defining the policy dialogue agenda and in working with counterparts from the MOAC and MOF and other partners to identify policies which limit production and marketing of agricultural products, agribusiness expansion and private investment in Nepal. Local and international experts review policy problems which have been identified and provide recommendations to alleviate these constraints. The incumbent also coordinates activities with other donors, and keeps abreast of what other donors are doing in the agriculture and rural development sector, including avian influenza.

d. Strategy and Program Design (20%)

The incumbent assists the EG Team Leader and GDO Director, PPD staff in the development or revision (as needed) of the EG program and the country strategy for the agricultural sector. This may require analysis of current sector constraints and opportunities, and making recommendations on the appropriate role that USAID could play. He/she will also play a leading role in the design and implementation of new agriculture activities to achieve the Mission Objective.